

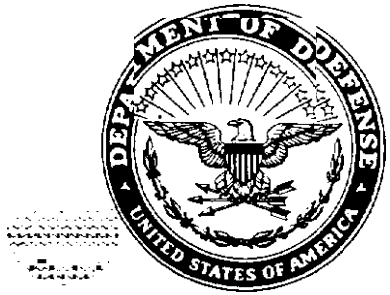


# **DoD Manual . for the Performance of Contract Property Administration**

**December 1991**

**Assistant Secretary of Defense  
(Production and Logistics)**

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PRODUCTION AND  
LOGISTICS

# THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-8000

December 31, 1991

## FOREWORD

This Manual is issued under the authority of DoD Instruction 4161.2, "Acquisition, Management, and Disposal of Government-owned Contract Property, " December 31, 1991. It provides uniform policies and procedures for accomplishing the contract property administration requirements of Federal Acquisition Regulation (FAR) , Part 45, "Government Property, " and Defense Federal Acquisition Regulation Supplement (DFARS ), Part 245, "Government Property," current editions. This Manual applies to the Office of the Secretary of Defense; the Military Departments; the Defense Agencies; and the DoD Field Activities (hereafter referred to collectively as "the DoD Components" ).

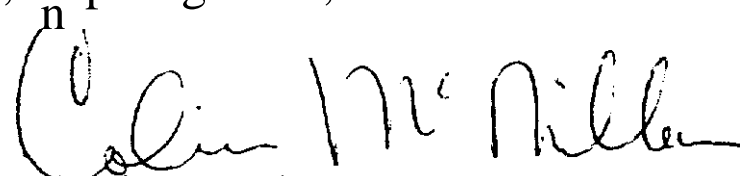
This Manual's policies, procedures, and guidance relate to and are consistent with the FAR and the DFARS. A software program developed by the Air Force Institute of Technology (AFIT) may be used with this Manual for statistical sampling, instead of the hard copy sample tables in the Manual. This AFIT computer diskette is public property and DoD personnel may obtain copies through the headquarters of the DoD Components' Contract Property Administration offices.

This Manual is effective immediately and is mandatory for use by all DoD Components. The DoD Components shall limit supplemental instructions to unique requirements. This Manual cancels and replaces DFARS Supplement #3, which will be removed from the Defense Acquisition Regulation (DAR) System.

Implementing instructions and any proposed changes to this Manual shall be sent through channels to:

Assistant Secretary of Defense (Production and Logistics)  
Attn: Government Contract Property Policy, Room 2A318  
The Pentagon, Washington, DC 20301-8000

The DoD Components may obtain copies of this Manual through their own publications channels. Other Federal Agencies and the public may obtain copies from the Department of Commerce, National Technical Information Service, 5285 Port Royal Road., Springfield, VA 22161.

  
Colin McMillan

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## REFERENCES

- (a) Federal Acquisition Regulation (FAR), December **1990**
- (b) Department of Defense Federal Acquisition Regulation Supplement (DFARS), November 1988
- (c) Joint Service Regulation, AR **55-38**, NAVSUPINST 461 O.33C, AFR 75-18, MCO P4610-19D, and DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments, " April 15, 1985
- (d) Joint Service Regulation, DLAR 4140.55, AR 735-11-2, SECNAVINST 4355.18, AFR 400-54, MCO 4430-3E, "Reporting of Item and Packaging Discrepancies, " October 1, 1986
- (e) DLAH 4105.4, "DoD Directory of Contract Administration Services Components, " July 1990
- (f) DoD Instruction 4140.48, "Control and Access to DoD Material Inventories Required by Defense Contracts, " March 6, 1984
- (g) DoD 7950.1-M, "Defense Automation Resources Management Manual, " September 1988, as authorized by DoD Directive 7950.1, September 29, 1980
- (h) DoD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition and Explosives at Contractor Facilities, " February 1983, as authorized by DoD Directive 5100.76 February 10, 1981
- (i) DoD 4145.26-M, "Contractor's Safety Manual for Ammunition and Explosives, " March 1986, as authorized by DoD Instruction 4145.26, July 19, 1985
- (j) DoD 4000.25- 1-M, "Military Standard Requisition and Issue Procedures, " May 1, 1987.
- (k) National Aeronautics and Space Administration Federal Acquisition Regulation Supplement

## DEFINITIONS

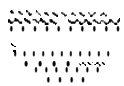
1. ACCESSORY ITEM. See FAR 45.501.
2. ACQUISITION. See FAR 2.1.
3. AGENCY. See FAR 9.403.
4. AGENCY-PECULIAR PROPERTY. See FAR 45.301.
5. ALTERNATE LOCATION. Another location of the prime contractor differing from its primary place of performance either geographically or organizationally.
6. ARMS. AMMUNITION. AND EXPLOSIVES. See DFARS 223.7001.
7. ASSIST WORK AUTHORIZATION. See Interorganizational Transfer.
8. AUTOMATIC DATA PROCESSING EQUIPMENT. See FAR 31.001.
9. AUXILIARY ITEM. See FAR 45.501.
10. AWARD FEE. See FAR 16.404-2.
11. BAILMENT. A delivery of Government property to a contractor for a specified purpose normally related to a prime contract. Bailed property is usually returned to the Government when no longer required by the contractor. Bailment does not include sale, donation, lease, the furnishing of property to a contractor under facilities contracts, or the furnishing of property for consumption or for incorporation in such a manner as to lose its identity in an end product delivered to the Government.
12. BAILMENT AGREEMENT. A contractual arrangement that accomplishes the actual bailment of Government property and contains all of the information concerning the *bailment*. Included are *an adequate description of the property, the purpose of the bailment, use of the property, authorization for modifications that may be made to the property, the period of the bailment, the place from or to which the property is to be delivered or returned, maintenance requirement, if any, and any other provisions considered necessary.*
13. BASIC ORDERING AGREEMENT. See FAR 16.703.
14. BENCH STOCK. Low cost, high usage, nonsensitive consumable material issued to work areas for contract performance. Quantities of such stock shall not exceed that amount that would normally be consumed within a 30 day period, or as established in the contractor's approved property control system.

15. BILL OF MATERIAL. See DFARS 210.001.
16. BLANKET PURCHASE AGREEMENT. See FAR 13.201.
17. CAGE CODE. A unique number identifying the Commercial and Government Entity.
18. CALIBRATION. See DFARS 246.101.
19. CAPITAL TYPE REHABILITATION. Work that is clearly above and beyond normal recurring maintenance, such as major repairs, replacement, and rehabilitation of deteriorated property.
20. CHANGE ORDER. See FAR 43.101.
21. COMMON ITEM. See FAR 45.601.
22. CONFIDENCE LEVEL. A measure of how well the sample represents the status of a lot. A 90 percent confidence level means that a sample will be an accurate representation 90 out of a 100 times.
23. CONTRACT. See FAR 2.1.
24. CONTRACT ADMINISTRATION OFFICE. See FAR 2.1 and DFARS 204.670-2.
25. CONTRACTING OFFICER. See FAR 2.1.
26. CONTRACTOR. See FAR 9.403 and 44.100.
27. CONTRACTOR-ACQUIRED MATERIAL. Material that is acquired for the Government by the contractor. Title is vested by the provisions contained in FAR 52.245-2 or 52.245-5.
28. CONTRACTOR-ACQUIRED PROPERTY. See FAR 45.101.
29. CONTRACTOR INVENTORY. See FAR 45.601.
30. CONTROLLED SUBSTANCES. See DFARS 245.601.
31. CORRECTIVE MAINTENANCE. Maintenance required to return property to such condition that it may be effectively utilized for its designated purpose.
32. COST CONTRACT. See FAR 16.302.
33. COST-PLUS-AWARD-FEE CONTRACT. See FAR 16.404-2.



34. COST-PLUS-FIXED-FEE CONTRACT. See FAR 16.306.
35. COST-PLUS-INCENTIVE-FEE CONTRACT. See FAR 16.404-1.
36. COST REIMBURSEMENT CONTRACT. See FAR 16.301-1.
37. CRITERION. An evaluative item of a property system function subject to analysis by the appropriate method.
38. CUSTODIAL RECORDS. See FAR 45.501.
39. DEFECT. A condition in which a functional segment, a sample item or sample item element of a contractor's property control system contains one or more deficiencies.
40. DEMILITARIZATION. See DFARS 245.601.
41. DISCREPANCIES INCIDENT TO SHIPMENT. See FAR 45.501.
42. DoDAAC. Department of Defense Address Activity Code. A unique number incorporated into a MILSTRIP document number, used by any activity requisitioning through the DoD supply system.
43. DoDAAD. Department of Defense Address Activity Directory. A listing of DoDAACS.
44. ELEMENT DEFECT. A single sample item element of data that is either erroneous or omitted as part of a criterion.
45. ENCOURAGED. See Qualifier.
46. EXCESS PROPERTY. Property no longer required in the performance of the contract for which it was acquired.
47. FACILITIES. See FAR 45.301.
48. FACILITIES CONTRACT. See FAR 45.301.
49. FIRM-FIXED-PRICE CONTRACT. See FAR 16.202.
50. FIXED-PRICE-INCENTIVE CONTRACT. See FAR 16.403.
51. GOVERNMENT-FURNISHED MATERIAL. Material owned by the Government and furnished to a contractor for utilization for specific contract purposes. Title to all material furnished by the Government will remain in the Government.

52. GOVERNMENT-FURNISHED PROPERTY. See FAR 45.101.
53. GOVERNMENT PROPERTY. See FAR 45.101.
54. HAZARDOUS MATERIAL. Any used or unused personal property, including scrap and waste, that is ignitable, corrosive, reactive, or toxic because of its quantity, concentration, or physical, chemical, or infectious characteristics. The property can be in a solid, liquid, semiliquid, **or** contained gas form and may cause or significantly contribute to an increase in mortality or serious illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
55. HAZARDOUS WASTE. Any used or unused hazardous material that has no known utility and, therefore, must be discarded. This includes hazardous material not otherwise disposed of through plant clearance that the contractor has been authorized by the Plant Clearance Officer to dispose of as a hazardous waste.
56. INDIVIDUAL ITEM RECORD. See FAR 45.501.
57. INDUSTRIAL PLANT EQUIPMENT. See DFARS 245.301.
58. INDUSTRIAL PREPAREDNESS PLANNING. See DFARS 208.0-3.
59. INSPECTION. See FAR 45.101.
60. INTERDIVISIONAL WORK AUTHORIZATION. See Interorganizational Transfer.
61. INTERORGANIZATIONAL TRANSFER. Those materials, supplies, and services that are, **or** will be, transferred to a performing division from other divisions, subsidiaries, or affiliates **under** the control of the same parent entity as the performing division. IOTs are also referred to as Interdivisional Work Authorization (IDWA) or Assist Work Authorization (AWA).
62. INVENTORY CONTROL POINT. An *organizational unit or activity within the DoD* supply system that is assigned primary responsibility for material management for a group of items, either for a particular service or for the Department of Defense as a whole. Material management includes cataloging direction, requisition computation, procurement direction, distribution management, disposal direction, and generally rebuild direction.
63. ITEM DEFECT. A reviewed sample item containing single or multiple element discrepancies having significant impact.



64. ITEM MANAGER. An individual within the organization of an inventory control point or other such organization assigned the management responsibility for one or more specific items of material.

65. JUDGMENT SAMPLING. The process by which a number of items or areas are selected from the population for analysis without meeting the random selection and sample size criteria in Appendix D.

66. LACK OF GOOD FAITH. Failure to honestly carry out a duty including gross neglect or disregard of the terms of the Government property clause or of appropriate directions from the PA.

67. LEASE. Grant or rights by a lessor to a lessee to possess and use real or personal property for a period of time in exchange for rent or other consideration.

68. LINE ITEM. See FAR 45.601.

69. LOT. An aggregation of documents, records, articles, or actions selected for review due to common characteristics. Also referred to as universe or population. For evaluation of the lot, all characteristics for which a lot is tested must be common to all units within the lot.

70. MANAGEMENT CONTROL ACTIVITY. DoD Component-designated activity that initially receives and controls requisitions for Government-furnished material supplied from the wholesale DoD supply system to support defense contracts or requirements.

71. MANAGERIAL PERSONNEL. Includes the contractor's directors, officers, and any of the contractor's managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of the contractor's business, all or substantially all of the contractor's operation at any one plant or separate location at which the contract is being performed, or a separate and complete major industrial operation connected with performing the contract.

72. MASTER GOVERNMENT-FURNISHED EQUIPMENT LIST. A listing of Government-furnished equipment to be furnished a contractor in support of a particular weapon system. The listing identifies Government-furnished equipment by quantity and nomenclature for the production of one fully configured fly away aircraft. The listings are developed each fiscal year, through Government and/or Contractor negotiations, and are specific to a type, model, and series of production aircraft.

73. MATERIAL. See FAR 45.301.

74. MATERIAL REQUIREMENTS LIST. A type of bill of material used in material requirements planning systems.

75. MATERIAL REQUIREMENTS PLANNING. A purchasing system that provides for the efficient acquisition of materials by analyzing, timing, and combining purchases required for all work performed by a contractor.

76. MATERIAL MANAGEMENT AND ACCOUNTING SYSTEM. See DFARS 242.7202 and 242.7203.

77. MAY. See FAR 2.101.

78. MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURE. A requisitioning and issue procedure for use by the Military departments and contractors authorized by the terms of a contract to requisition or move Government material to supply control cognizance. MILSTRIP is a system with uniform codes and punchcard formats designed to provide standard procedures of requisitioning, receiving, and returning Government material and to permit the maximum use of automatic data processing equipment.

79. MIN-MAX. A system of maintaining stock control levels of material by establishing maximum stock levels and minimum reorder points, determined by the contractor based on production schedule requirements plus pipeline time.

80. NATIONAL STOCK NUMBER. A thirteen-digit catalog code consisting of a four digit Federal supply class code and a nine digit national item identification number.

81. NONSEVERABLE. See FAR 45.301.

82. OFF-THE-SHELF ITEM. See FAR 46.101.

83. OPERATOR MAINTENANCE. **Maintenance tasks of a minor nature, including preventive maintenance, performed by equipment operators at the most convenient time; i.e., before, during, and after operations..**

84. OTHER PLANT EQUIPMENT. See DFARS 245.301.

85. PLANT CLEARANCE. See FAR 45.601.

86. PLANT CLEARANCE OFFICER. See FAR 45.601.

87. PLANT EQUIPMENT. See FAR 45.101.

88. POPULATION. An aggregation of documents, records, assets, or actions selected for review due to common characteristics. See Lot.

89. PREAWARD SURVEY. See FAR 9.101.

90. PRECIOUS METALS. See FAR 45.601.

91. PREVENTIVE MAINTENANCE. See FAR 45.509-1(b).

92. PRIME CONTRACTOR. See DFARS 246.770.1.

93. PRIVITY OF CONTRACT. The contractual relationship that exists between two parties; i.e., Government and prime contractor, or prime contractor and subcontractor.

94. PROCEDURES. A detailed written description of the contractor's operation for the control, use, and care of property while in the contractor's possession. It should identify individuals or components of the contractor's organization having specified and delineated functions and authorities for property management, precisely what must be done by whom. It should provide coverage for each element of control that applies to the type and use of the property provided under the contract. Suspense controls should exist for time-phased obligations, submission of reports, time-scheduled maintenance, and/or physical inventory.

95. PRODUCTION SCRAP. See DFARS 245.601.

96. PRODUCTION SPECIAL TEST EQUIPMENT. See DFARS 215.873.

97. PRODUCTION SPECIAL TOOLING. See DFARS 215.873.

98. PROGRESS PAYMENT INVENTORY. That property acquired by the contractor to which the Government has a vested interest solely through FAR 52.232-16, the Progress Payment Clause provisions.

99. PROPERTY. See FAR 45.101.

100. PROPERTY ADMINISTRATOR. See FAR 45.501.

101. PROPERTY CONTROL SYSTEM. The system that identifies a contractor's internal management program encompassing the protection, preservation, accounting for, and control of property from its acquisition through disposition.

102. PROPERTY RECORDS. Records that are construed to include all documents reflecting the status of property and are not restricted to stock record cards or other forms used as an inventory record.

103. PROPERTY SYSTEM FUNCTION. A major portion of a contractor's property control system; e.g., property management, acquisition, receiving, identification, records, movement, storage, physical inventories, reports, consumption, utilization, maintenance, subcontractor and/or alternate location control, disposition, and contract close out.

104. PROPERTY SYSTEM FUNCTIONAL SEGMENT. A portion of a property system function of property control that may be separately identified and contains similar properties, procedures, and conditions of control that can be isolated for purpose of analysis.

105. PURPOSFUL SAMPLING. The process by which known, suspected, or reported conditions of a critical or substantial nature are used to select areas, items, or actions for review to determine the possible adverse systemic impact. It is closely related to judgment sampling in that a purely random sample is not drawn.

106. QUALIFIERS.

a. ENCOURAGED. Used where it is recommended an action be taken but not imperative. Factors affecting whether the action is to be taken or not may include:

1. PA is not in residence.
2. Time Constraints or workload.
3. Non-applicability of the item being reviewed.

b. MAY. See FAR 2.101.

c. SHALL. See FAR 2.101.

107. QUALITY ASSURANCE REPRESENTATIVE. See DLAH 8200.1, AR 702-4-1, AFP 74-17

108. REAL PROPERTY. See FAR 45.101.

109. REPAIRABLE ITEM. An unserviceable item that can be reconditioned or economically repaired for reuse.

110. RESIDUAL VALUE. See FAR 31.001.

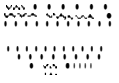
111. RISK. A measure of those instances where a sample will not be an accurate representation of the lot. For example, a sampling plan having a 90 percent confidence level means that a sample will not be an accurate representation of the lot 10 out of 100 times.

112. RISK OF LOSS. Liability or responsibility for bearing the cost of loss, damage or *destruction of Government property*.

113. SALVAGE. See FAR 45.501.

114. SAMPLE. A number of items; e.g., documents, records, articles, or actions, selected from a lot-for a review in order to draw inferences regarding and **generalizable** to the status of the lot.

115. SAMPLE ITEM. A single document, record, article or action from the sample.



116. SAMPLE ITEM ELEMENT. A single element from a sample item subject to evaluation; e.g., name or nomenclature, description, National Stock Number, quantity received, quantity issued, balance on hand, etc.

117. SCRAP. See FAR 45.501.

118. SELF INSURANCE. See FAR 31.001.

119. SENSITIVE PROPERTY. Property for which the theft, loss, or misplacement could be potentially dangerous to the public safety or community security, and which must be subject to exceptional physical security, protection, control, and accountability. The following types of property should be designated as “sensitive” in the contractor’s property management system:

a. Weapons such as carbines, grenade launchers, rocket launchers, machine-guns, pistols, recoilless weapons, revolvers, rifles, or shotguns.

b. Ammunition for the above weapons.

c. Explosives including demolition material; e.g., detonators, charges, blasting caps, firing devices, fuses, primers, timers., grenades, mines (hand placed), and explosive waste developed from the manufacture of the foregoing.

d. Narcotics and dangerous drugs.

e. Radioactive Material. Any item or material that is, in itself, radioactive or that is contaminated with radioactive material giving readings in excess of background radiation as measured on an instrument designed specifically for the type of radiation being emitted.

f. Hazardous Material. Any used or unused personal property, including scrap and waste, that is ignitable, corrosive, reactive, or toxic because of its quantity, concentration, or physical, chemical, or infectious characteristics. The property can be in a solid, liquid, semiliquid, or contained gas form and may cause or significantly contribute to an increase in mortality or serious illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

g. Hazardous Waste. Any material that is a solid waste, as defined under the Resource Conservation and Recovery Act (RCRA), and has also been classified as hazardous in conformity with the provisions of RCRA. The Environmental Protection Agency (EPA) criteria for hazardous waste classification are specified in 40 CFR 261 and will be used to decide whether to deal with a solid waste as hazardous. Also, EPA approved state hazardous waste programs may identify additional solid wastes as hazardous. These State designations will also be complied with.

h. Precious Metals. Uncommon and highly valuable metals characterized by their superior resistance to corrosion and oxidation.

.. A....  
:....:

i. Any other item designated by a Defense Agency to be sensitive.

120. SERVICEABLE OR USABLE PROPERTY. See FAR 45.601 and DFARS 245.601.

121. SHALL. See Qualifiers. See FAR 2.101

122. SOURCE DOCUMENT. A document that serves as a basis for posting information to the records of property to provide an **auditable** record of all transactions, evidencing acquisition, receipt, consumption, utilization, maintenance, physical inventory, and disposition; e.g., purchase or fabrication order, receiving report, stores requisition, record of equipment usage, record of maintenance performed, inventory ticket, and shipping documentation.

123. SPECIAL TEST EQUIPMENT. See FAR 45.101.

124. SPECIAL TOOLING. See FAR 45.101.

125. STATISTICAL SAMPLING. A technique by which evaluation of attributes or transactions, or facts or conditions obtained from randomly selected samples forms the basis for determining the degree to which an entire lot conforms to standards.

126. STOCK RECORD. See FAR 45.501.

127. STRATIFICATION. A method of establishing a dollar threshold for the purpose of physical inventory of material; e.g., material under \$25.00, items between \$25.01 and \$99.99, and all items \$100 and above as the upper and lower limits by which property is stratified.

128. SUBCONTRACT. See FAR 44.101.

129. SUBCONTRACTOR. See FAR 44.101.

130. SUPPLIES. See FAR 2.101.

131. SUPPORTING PROPERTY ADMINISTRATION. Performance of specific property administration functions by another Contract Administration Office (CAO) as requested by the assigned CAO, or the contracting office retaining contract administration responsibility.

132. SURPLUS PROPERTY. See FAR 45.601.



.....  
133. SYSTEM ANALYSIS. An analysis of all applicable functions of a contractor's property control system for the purpose of obtaining overall knowledge of the contractor's performance in complying with the approved property control system and contractual obligations as they pertain to property.

134. SYSTEMIC. Pertaining to, affecting, or found throughout a contractor's overall property control system.

135. TERMINATION INVENTORY. See FAR 45.601.

136. TIME-AND-MATERIALS CONTRACT. See FAR 16.601.

137. UNALLOWABLE COST. See FAR 31.001.

138. WILLFUL MISCONDUCT. Either a deliberate act or failure to act that **causes** or results in Loss, Damage or Destruction to Government property.

139. WORK-IN-PROCESS. See FAR 45.501.

## ABBREVIATIONS AND/OR ACRONYMS

AA&E	Arms, Ammunition, and Explosives
ACO	Administrative Contracting Officer
ADPE	Automated Data Processing Equipment
APP	Agency-Peculiar Property
ASBCA	Armed Services Board of Contract Appeals
AWA	Assist Work Authorization
CAM	Contractor-Acquired Material
CAO	Contract Administration Office
CAP	Contractor-Acquired Property
CNA	Certificate of Non-Availability
c o	Contracting Officer
CRAG	Contractor Risk Assessment Guide Program
CRE	Centrally Reportable Equipment
CTR	Capital Type Rehabilitation
DARIC	Defense Automation Resources Information Center
DFARS	DOD Federal Acquisition Regulation Supplement
DIPEC	Defense Industrial Plant Equipment Center
DIS	Defense Investigative Service
DoD	Department of Defense
DODAAC	DOD Activity Address Code
DODAAD	DOD Activity Address Directory
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigation
FFP	Firm-Fixed Price
FIFO	First-in, First-out
FPI	Fixed Price Incentive
FSC	Federal Supply Class
GAO	General Accounting Office
GBL	Government Bill of Lading
GCAHB	Grant and Cooperative Agreement Handbook
GFM	Government-Furnished Material
GFP	Government-Furnished Property “
GP	Government Property
GSA	General Services Administration
IDWA	Interdivisional Work Authorization
IG	Inspector General

## ABBREVIATIONS AND/OR ACRONYMS (Continued)

IPE	Industrial Plant Equipment
IPMS	Industrial Property Management Specialist
IOT	Interorganizational Transfer
LDD	Loss, Damage, and Destruction
MCA	Management Control Activity
MDR	Material Deficiency Report
MGFEL	Master Government Furnished Equipment List
MMAS	Material Management and Accounting System
MILSTRIP	Military Standard Requisitioning and Issue Procedure
NASA	National Aeronautics and Space Administration
NEMS	NASA Equipment Management System
NEVS	NASA Equipment Visibility System
NFS	NASA FAR Supplement
OM	Operator Maintenance
O&R	Overhaul and Repair
OMR	Overhaul, Maintenance, and Repair
OPE	Other Plant Equipment
OSD	Office of the Secretary of Defense
PA	Property Administrator
P c o	Procuring Contracting Officer
PE	Plant Equipment
PEP	Plant Equipment Package
PLCO	Plant Clearance Officer
PM	Preventive Maintenance
P o	Purchase Order
PR	Purchase Request
QAR	Quality Assurance Representative
QDR	Quality Deficiency Report
R&D	Research and Development
RoD	Report of Discrepancy
RTTST	Right to title Special Tooling
SPA	Support Property Administration
ST	Special Tooling
STE	Special Test Equipment
TDR	Transporation Discrepancy Report